

**California Arts Council (CAC)
Technical Assistance Grant Program**

**Grant Agreement Exhibit D-Special Terms and Conditions
Appendix A: Program and Reporting Requirements
2011-12**

A. Project Manager

The CAC Project manager shall be the primary contact person during the performance of this grant with responsibility for facilitating communications and efficient interaction between the CAC and the Grantee. The CAC Project Manager is:

Scott Heckes, Deputy Director
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814-2951
(916) 322-6376
(916) 322-6575 FAX
SHeckes@cac.ca.gov

B. Following completion of the activities supported by this grant and no later than 30 days after the end of the grant period, grantee shall submit:

- (1) *California Arts Council/NEA Grants Activity Survey.*
- (2) A 10% Invoice Form.
- (3) A Final Report summarizing the activities supported by the grant and the impact they had on the grantee organization (maximum 2 pages).

Both the survey and the invoice forms can be accessed, under forms and invoices at <http://www.cac.ca.gov/programs/forms.php>.